

CHAPTER 403

SHIPMENT WEIGHING AND MARKING PROCEDURES

A. PURPOSE

This chapter establishes procedures for the weighing and marking of shipments.

B. WEIGHT DETERMINATION AND REWEIGH

1. The weight of each shipment of HHG and UB moving in domestic or international commerce will be determined IAW the CFR Title 49, Part 375.7, Determination of Weights.
2. The TO may require carriers to use government scales, without causing undue delay to the carrier. The TO will ensure the scales are certified by an authorized scale inspection and licensing authority.
3. PBP&E will be clearly marked on the inventory with carton size (cubic foot). If the PBP&E weight is unobtainable, use 40 pounds per cubic foot. Refer to the JFTR, Paragraph U5335-E, When Shipment Weight Is Unobtainable, and the JTR, Paragraph C8105-D, Constructive Weight.
4. Reweighs will be performed as determined by the TO when requested by the member/employee. All shipments will be reweighed when the member/employee has exceeded the authorized weight allowance.
5. Witnessed weighing and reweighs will be performed at the discretion of the TO. Certification will be annotated in the remarks block of the DD Form 619 (Figure 401-2).
 - a. DD Form 1671, Reweigh of Personal Property, Figure 403-1, will be used in conjunction with DD Form 619 for capturing reweigh data IAW DOD component publications.

C. SHIPMENT MARKING

1. TGBL and DPM HHG and UB containers for shipments entering the DTS (Codes 5, T, and J) will have a completed military shipping label (MSL) affixed on one side and one end panel, except for duffel bags and similar packages which will have an MSL affixed to one surface. The MSL, Figure 403-2, requires human-readable information as well as linear and 2-dimensional bar codes. The human readable and linear bar coded portions of the MSL are prepared by the carrier or carrier's agent as described below and the 2-dimensional bar code is prepared IAW Appendix R. If the shipping container does not lend itself to application of the label, or if the label would cover or interfere with other required markings, the label will be attached to a general purpose tag or a placard. The general purpose tag or placard will be tied, wired, or otherwise fastened to the shipment unit or movement conveyance.
2. The following listed human readable data and Code 39 linear bar codes will be placed on each MSL. The human readable unit of measure will be provided in US standard terms, e.g., pieces, inches, feet, pounds for measured items and the data values will be rounded up to the nearest whole number with leading zeros suppressed. Also see Military Standard-129, Department of Defense Standard Practice, Military Marking For Shipment and Storage,

(<http://assist.daps.dls.mil/dpco,ages/0003/51/85/STD129P.PD8>) and American National Standard for Material Handling (ANSI) MH10.8.1-2000, Linear Bar Code and Two-Dimensional Symbols Used in Shipping, Receiving, and Transport Applications.

- a. TCN: Human readable and linear bar code using 1/2 inch high Code 39 format.
- b. From: The consignor Department of Defense Activity Address Code (DODAAC) and in-the-clear address.
- c. Transportation Account Code (TAC), PPGBL/BL Number, and Carrier.
- d. Piece Number: Piece number of this shipment (of Total Pieces) and a linear bar code using 1/2 inch high Code 39 format. Do not zero fill. Piece Number and Total Pieces may be expressed as "Piece Number of Total Pieces" to save space on the label.
- e. Total Pieces: Total number of pieces in this shipment unit. Do not zero fill.
- f. Weight: Actual gross weight (this piece) with unit of measure. Do not zero fill.
- g. Date Shipped: Four-position code or in-the-clear date. Blank for Unit Move.
- h. RDD: Three-digit code or blank. Blank for classified Unit Move.
- i. Cube (ft): Cube (this piece) with unit of measure. Do not zero fill.
- j. POE/CCP/Ship To: Three-digit air/water POE code, and enough space for 5 lines of up to 35 characters for the in-the-clear address.
- k. Transportation Priority: Bold text 3/4 inches tall.
- l. POD: Three-digit air/water POD code or blank.
- m. Type Service: In-the-clear text, e.g., TGBL CD J. The clear-text descriptions may be derived from the personal property TCN field 15 descriptions.
- n. Tare Weight (lb): Weight of container before loading personal property.
- o. Net Weight (lb): Weight of personal property loaded into a container.
- p. TCMD Information: Linear bar code, Code 39 format.
- q. Consignee/Mark For: Member's/Employee's name followed by the consignee DODAAC and/or Mark For in-the-clear address, and linear bar code using 1/2 inch high Code 39 format.

Note: SSAN will not be stenciled on the container unless it is a part of the TCN. Failure to comply will be considered a violation and action will be taken by the PPSO.

- 3. Carriers may optionally stencil marking in addition to the MSL on outside containers. Freehand marking is not acceptable. Marking will be proportional to the available space on the container.
- 4. Any old markings will be permanently obliterated before the container's arrival at the member's/employee's residence. One copy of the member's/employee's order will be placed in

each container used to ship UB. When an order applies to more than one member/employee, the name of the member/employee to whom the UB belongs will be identified.

REWEIGH OF PERSONAL PROPERTY		REPORT CONTROL SYMBOL	1. DATE (YYYYMMDD)	
2. MEMBER NAME <i>(Last, First, Middle Initial)</i>		3. RANK	4. SSN	
5. NAME OF ORIGIN INSTALLATION			6. GBLOC CODE	
7. NAME OF DESTINATION INSTALLATION			8. GBLOC CODE	
9. CARRIER NAME			10. SCAC CODE	
11. ITEMS REWEIGHED				
CONTROL NUMBER (GBL) a.	ORIGIN WEIGHT b.	DESTINATION WEIGHT c.	REWEIGH WITNESSED (Y or N) d.	CODE OF SERVICE e.

DD FORM 1671, SEP 1998 PREVIOUS EDITION IS OBSOLETE.

COPY DESIGNATION (X) ☐ Copy 1 - MTMC ADP Operations Division ☐ Copy 2 - Finance Office ☐ Copy 3 - Origin ITO ☐ Copy 4 - ITO Reweigh File

Reset

Figure 403-1. DD Form 1671, Reweigh of Personal Property

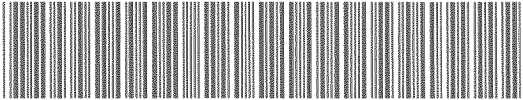



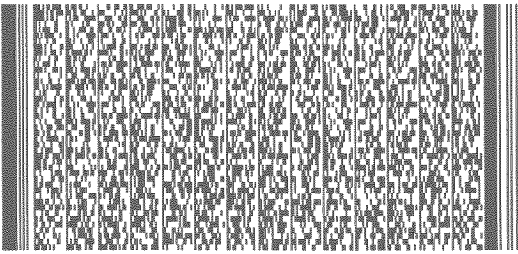
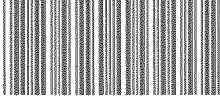
TCN F1096305469621JXX			
			
From FB4407 In-the-clear Address 3 Lines Max, 35 Characters Per Line XXXXXXXXXXXXXXXXXXXXXXXX2XXXXXXXXXXXX3XXXX		TAC / PPGBL / Carrier FZZZ M1234567 XYZ Carrier Worldwide	
Piece 1 Of 4 	Weight (lb.) 350 Cube (ft.) 36	Date Shipped 1099	RDD 118
Ship To / POE 		In-the-clear Address 5 Lines Max, 35 Characters Per Line Abcdefg Higjklmno Pqrstuv Wxyz Abcdefg Higjklmno Pqrstuv Wxyz XXXXXXXXXXXXXXXXXXXXXXXX2XXXXXXXXXXXX3XXXX	
POD 		MSL / TCMD Information 	
Type Service TGBL UB			
Tare Weight (lb.) 40			
Net Weight (lb.) 310			
For JB Smith			
FB5612 		Ultimate Consignee / Mark For Consignee Free Text Address 5 Lines Max, 35 Characters Per Line Abcdefg Higjklmno Pqrstuv Wxyz Abcdefg Higjklmno Pqrstuv Wxyz XXXXXXXXXXXXXXXXXXXXXXXX2XXXXXXXXXXXX3XXXX	

Figure 403-2. Military Shipping Label, Personal Property